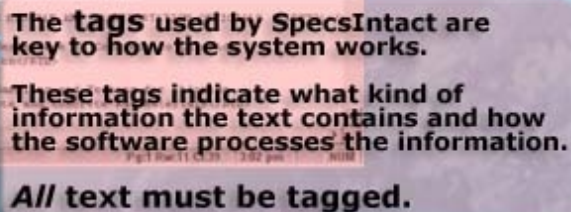


SpeedIntact



Editing commands and functions are accessed from the menus and toolbars.



Parts & Subparts

It is important to understand the basic three-part standard structure of a Section:

Part 1 ➤ `<PRT =1><TTL>PART 1 GENERAL</TTL>`

Covers specific administrative and procedural requirements unique to the Section.

Part 2 ➤ `<PRT =2><TTL>PART 2 PRODUCTS</TTL>`

Describes the quality of items required for the Job.

Part 3 ➤ `<PRT =3><TTL>PART 3 EXECUTION</TTL>`

Details preparatory actions and explains how the products outlined in Part 2 are to be used in the Job.

The title of each Part must be in uppercase.

Each Part can contain up to three additional layers of Subparts with a tiered numbering system.

`<SPT =2.1.3.1><TTL>2.1.3.1 Welded Wire Fabric</TTL>`

Do *not* attempt to add any additional Subpart levels.

~~`<SPT =2.1.3.1.1>`~~

Parts & Subparts

The first digit of a Subpart number represents the Part in which it is found.

`<SPT =2.1><TTL>2.1 MATERIALS</TTL>`

The next digit represents the first-level Subpart.

The title of the first Subpart level must be in uppercase.

`<SPT =2.1.3><TTL>2.1.3 Metal Reinforcement Materials</TTL>`

The next digit represents the second-level Subpart.

The title of the second Subpart level must be in title case.

`<SPT =2.1.3.1><TTL>2.1.3.1 Welded Wire Fabric</TTL>`

The last digit represents the third-level Subpart.

The title of the third Subpart level must be in title case.

Tags

Master text Sections contain the tagging markup necessary for SpecsIntact to process a Job. This tagging must be maintained as you edit your Sections.



To avoid costly mistakes, edit with tags visible.



Tags are contained within angle brackets

-- < > -- but they are not typed,

they are inserted by using the corresponding tags bar button for the type of tag you want to insert



- OR -

Insert

by using the Insert | Tags command.



You can either insert the tags and then type the text between them, or enter the text, select it, and then insert the tags.

Tags

For most tags, there are beginning tags -- <TTL> and ending tags -- </TTL>

Notice that the ending tag includes a backslash -- / -- before the three letters that identify the tag.

When you use the command to insert a tag, you are actually inserting a pair of tags -- beginning and ending -- between which you place your text.

For example, any text placed between the sample tags used above would be identified as a title.

These Title tags encompass the word References, identifying it as the title of Subpart 1.1.

```
<TTL>1.1 REFERENCES</TTL>
```

SpecsIntact utilizes almost fifty different tags to identify the various elements of text within a Section.

The correct placement of tags is vitally important.

Tags

All text will be encompassed by more than one set of tags. Subordinate tags must be completely enclosed (both beginning and ending tags) within the higher level tags.

Correct use of enclosed "nested" tags:

```
<TXT><SUB>Color Charts</SUB> shall be submitted
showing the recommended color.</TXT>
```

Note that both the beginning and ending SUB tags are inside the TXT beginning and ending tags.

You can toggle the tags off to see how the Section looks, but always remember to turn them on to resume editing.



Here is the same text as above with the tags hidden.

```
Color Charts shall be submitted showing
the recommended color.
```

The status bar at the bottom of the Editor's screen indicates the cursor's position within nested tags.

SEC, PRT, SPT, TXT, SUB

Notes

Specifier notes are included with Sections to assist you with editing.

You can toggle the notes on and off using the toolbar.



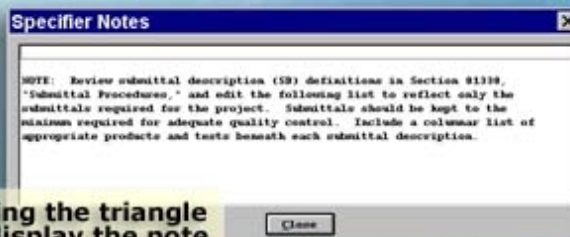
```
NOTE: Review submittal description (SD) definitions
in Section 01330, "Submittal Procedures," and edit
the following list to reflect only the submittals
required for the project. Submittals should be kept
to the minimum required for adequate quality
control. Include a columnar list of appropriate
products and tests beneath each submittal
description.
```

When notes are toggled on, they are displayed in the Section, but are never visible in the processed Section.

When the notes are toggled off, their presence is indicated by a colored triangle located at the left margin.



Clicking the triangle will display the note in a pop-up box.



Editing Tips

A number of built-in features will help you as you edit your Sections. As in other software, there is often more than one way to accomplish common tasks.

Many commands can be executed from either menus, toolbar buttons, or keyboard shortcuts.



Save

Ctrl+S

In addition, right-click menus provide a selection of functions available to you based on what you are doing at the time.

For example, placing the cursor in the word "tile" and right-clicking would give you a different set of options than you would get if you selected the word "tile" before right-clicking.

<TXT>Wall tile

<TXT>Wall tile

Editing Tips

Learning how to quickly select text and tags can help you edit more efficiently.

Double-clicking in succession can select an ever-increasing amount of text and tags, up to the Part level.

One double-click will select a word.

<TXT>_{Color Charts} shall be submitted showing recommended color.</TXT>

The second double-click will select the adjacent text and set of tags that immediately surround it.

<TXT>_{Color Charts} shall be submitted showing recommended color.</TXT>

Subsequent double-clicks will continue to expand outward.

<TXT>_{Color Charts} shall be submitted showing recommended color.</TXT>

Part tags are the highest level that can be selected using the double-click feature.

Once the text is selected, it can be cut, deleted, copied, or enclosed by a new set of tags using the Insert Tags command.

Editing Tips

Using the **Delete** and **Shift** keys can be useful for removing tags and text.

```
<TXT><SUB>Color Charts</SUB> shall be submitted showing recommended color.</TXT>
```

If you place your cursor immediately in front of the beginning **TXT** tag and hit only the **Delete** key,

```
<SUB>Color Charts</SUB> shall be submitted showing recommended color.
```

the beginning and corresponding ending **TXT** tags will be removed, leaving the text and the **SUB** tags.

If instead you hold the **Shift** key and hit the **Delete** key, not only will the **TXT** tags be removed, but everything they encompass will also be deleted, including the **SUB** tags and their text.

Editing Overview

When you save your edited Section, the SI Explorer will display the date and time of the most recent modifications.



Taking time to learn the proper way to edit specifications and avoid tagging errors will save time in the long-run and help you to utilize the system to its full potential.



To view another QuickTour, click the QT button.